

7 January 1953

MEMORANDUM FOR: Training Liaison Officers

SUBJECT : Non-CIA Area and Language-Area Programs Abroad

1. The Office of Training announces the area and language-area programs at non-CIA facilities abroad which are attached hereto. These programs have been developed for Headquarters personnel. They are strictly training programs. Operational activity or official association with the Agency or Agency personnel are absolutely prohibited during the training period.

2. Basic qualifications for all of these programs are: (a) bachelor's degree or equivalent; (b) competence to perform graduate studies; (c) above average aptitude in language (except for Program E); and (d) Top Secret clearance.

3. It is requested that all personnel interested in any of these programs consult the Chief, Programs Division, Office of Training (Clyde Room 1301, I Building, x8518) for information and special instruction prior to the preparation of training requests.

4. It is requested that all correspondence and phone conversations on these programs refer to them by their titles below, as Program A, etc.

5. All personnel for whom training is requested in these programs must maintain proper security on a need-to-know basis with respect to the programs offered, the request for training, and subsequent action taken by the Office of Training on the request.

6. Opportunities for area or language-area training overseas are not limited to these programs. The Office of Training will develop and arrange other programs as various Offices indicate their needs.

MATTHEW BAIRD
Director of Training

Attachment

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